

# **RESOURCE AND CONTACT GUIDE**

## **ADMISSION TO THE BAR**

Copies of an Application for Admission can be obtained at the Clerk's Office Intake Counter or downloaded from the Internet. Specific questions should be directed to the Attorney Admissions Clerk.

Contact: Intake Counter 202-216-7280  
Shana Thurman, Attorney Admissions Clerk 202-216-7305

## **AGENCY CASES (Assignment of Docket Numbers)**

Call Clerk's Office Intake Counter.

Contact: Intake Counter 202-216-7280

## **APPELLATE MEDIATION PROGRAM**

General information about the Appellate Mediation Program is available in the Court's Appellate Mediation Program brochure or in the Circuit Rules of the United States Court of Appeals for the District of Columbia Circuit, Appendix III, "Appellate Mediation Program." These materials are available on the Court's Internet site or may be obtained by contacting the Circuit Executive's Office.

To request mediation in a specific case, send a letter or completed "Request to Enter Appellate Mediation Program" form in duplicate to:

Appellate Mediation Program  
Attention: Mark J. Langer, Clerk  
U. S. Court of Appeals  
E. Barrett Prettyman U.S. Courthouse  
333 Constitution Ave., N.W.  
Washington, D.C. 20001

Attorneys are encouraged to call to discuss, on a confidential basis, whether a particular case is appropriate for mediation. Attorneys involved in mediation are encouraged to call the circuit mediator if problems or questions arise during the process.

Contact: Amy Wind, Chief Circuit Mediator 202-216-7350

## **ATTORNEY DISCIPLINE MATTERS**

The Court's Rules of Disciplinary Enforcement are contained in Appendix II to the Circuit Rules.

Contact: Nancy Dunn, Deputy Special Counsel to the Clerk 202-216-7313  
Tim Ralls, Administrative Specialist 202-216-7500

## **BILLS OF COSTS**

Forms are available at the Clerk's Office Intake Counter or can be downloaded from the Internet. Specific questions should be directed to the Opinions Clerk.

Contact: Intake Counter 202-216-7280  
Jennifer Clark, Opinions Clerk 202-216-7283

## **CALENDAR INFORMATION**

Copies of the Court's argument calendar can be obtained at the Clerk's Office Intake Counter or can be viewed from the Internet. A copy of the calendar is posted outside the Clerk's Office.

Contact: Mike McGrail, Calendar Clerk 202-216-7303

## **CASE MANAGEMENT PLAN ("CAMP") CASES (multi-party or multi-issue cases that warrant consideration of special briefing formats)**

Information about cases being managed under the Court's Case Management Plan can be obtained from the Legal Division.

Contact: Martha Tomich, Director of the Legal Division 202-216-7500

## **CIRCUIT JUDICIAL CONFERENCE**

Biennially, the Circuit holds a two-day conference for judges of the D.C. Circuit and invited attorneys. Planned by a committee of judges and attorneys, the conference is designed to maximize interaction between members of the bench and bar. The program usually consists of panel discussions and speakers addressing a variety of issues related to the administration of justice.

Contact: Betsy Paret, Circuit Executive 202-216-7340

## **CIRCUIT RULES AND HANDBOOK OF PRACTICE AND INTERNAL PROCEDURES**

The Rules and Handbook are available on the Court's Internet site. Specific questions should be directed to Case Administrators or the Legal Division.

Contact: Intake Counter 202-216-7280  
District Court Cases 202-216-7310  
Agency Cases 202-216-7290  
Martha Tomich, Director of the Legal Division 202-216-7500

## **CJA (Criminal Justice Act) (Appointments)**

Attorneys interested in receiving appointments under the CJA should contact the Federal Public Defender.

Contact: A.J. Kramer, Federal Public Defender 202-208-7500

## **CJA (Vouchers)**

The Court's CJA Plan is available on the Court's Internet site or in paper copy through the Clerk's Office Intake Counter. Vouchers are issued at the time of appointment. Specific inquiries regarding pending CJA voucher payments should be directed to the Financial Specialist or the Special Counsel to the Clerk. Inquiries should **not** be directed to judges' chambers (including the Chief Judge).

Contact: Sylvia Brown, Financial Specialist 202-216-7314  
Mark Butler, Special Counsel to the Clerk 202-216-7500

## **CLASSIFIED MATERIALS**

Questions regarding the filing of or access to classified court submissions, should be directed to the Clerk's Office.

Contact: Marilyn Sargent, Chief Deputy Clerk 202-216-7300  
Lynda Flippin, Administrative Operations Specialist 202-216-7292

## CM/ECF HELP DESK

Case Management/Electronic Case Files (CM/ECF) is a comprehensive case management system that allows courts to maintain electronic case files and offer electronic filing over the internet. When contacting the ECF Help Desk, be prepared to provide relevant information such as case numbers, filer's name, error message text, or any other information that may assist us with answering your questions.

Contact: ECF Help Desk 202-216-7259  
ECFHelp@cadc.uscourts.gov

## COMMITTEES OF THE COURT OF APPEALS

The Court has three committees that include attorney members: the **Advisory Committee on Procedures**, the **Committee on Admissions and Grievances**, and the **CJA Panel Committee**.

The **Advisory Committee on Procedures**, established in 1976, is composed of not less than 15 members of the bar of this Court. The Committee initiates recommended rule changes and evaluates internal operating procedures in effect or under consideration. The Committee also serves as a channel of communication between the Court, and the bar and the public.

The **Committee on Admissions and Grievances** has six attorney members who assist the Court as it acts on applications for admission to its bar and on complaints of misconduct or neglect.

The **CJA Panel Committee** is composed of two active circuit judges, the Federal Public Defender and two private attorneys experienced in criminal law, one of whom is on the CJA appointments list. The Committee compiles the list of attorneys eligible to receive CJA appointments by evaluating applications from interested counsel.

Vacancies on Court Committees are advertised in the Daily Washington Law Reporter, and interested attorneys are encouraged to apply.

Contact: Betsy Paret, Circuit Executive 202-216-7340

## COMPLEX CASES

Information about cases screened as "complex" can be obtained from the Legal Division.

Contact: Martha Tomich, Director of the Legal Division 202-216-7500

## COPIES OF COURT FILES

Copies of court files can be obtained at the Intake Counter from 9:00 A.M. to 4:00 P.M., Monday through Friday, at a cost of 50¢ per page.

Contact: Intake Counter 202-216-7280  
File Room 202-216-7277

## DOCKET INFORMATION

See **PACER (Public Access to Court Electronic Records)**.

## EMERGENCY FILINGS

For information, see the Court's Circuit Rules and the Handbook of Practice and Internal Procedures. Specific inquiries should be directed to the Director of the Legal Division, the Operations Manager or the Deputy Special Counsel to the Clerk.

Contact: Martha Tomich, Director of the Legal Division 202-216-7500

## **FEE INFORMATION**

Information regarding fees (i.e., copying, record retrieval, filing notice of appeal or petition for review, true copy certification, etc.) can be found in Appendix I to the Circuit Rules or on the Court's Internet site.

Contact: Intake Counter 202-216-7280

## **FILING DEPOSITORY**

The 24-hour, 7 days per week depository is located at the Third Street entrance of the Courthouse. Information on the use of the depository is available at the Clerk's Office Intake Counter, from the Internet, or at the depository box.

Contact: Intake Counter 202-216-7280

## **GOVERNMENT DOCUMENTS**

The Judges' Library is a U.S. Government Depository Library and receives automatically all the law-related series published by the Federal Government. These documents are available for copying and many can be borrowed on inter-library loan.

Contact: Library 202-216-7400

## **HISTORICAL SOCIETY OF THE DISTRICT OF COLUMBIA CIRCUIT**

A history of the D.C. Circuit has been prepared by Professor Jeffrey Morris. In addition, oral histories are being prepared by selected bar members who are interviewing judges of D.C. Circuit courts, attorneys and others who have been part of the history of the Circuit.

Contact: Betsy Paret, Circuit Executive 202-216-7340

## **INDEPENDENT COUNSEL**

Copies of orders, opinions and other information that have been publicly released can be obtained by calling the contact person.

Contact: Marilyn Sargent, Chief Deputy Clerk 202-216-7300

## **INTER-LIBRARY LOAN (ILL)**

ILL may be arranged by law firm librarians through the OCLC Inter-library Loan System, a nationwide bibliographic utility now subscribed to by most organizations. The Judges' Library's OCLC address is UCA.

Contact: Raicine Robinson, Library Technician 202-216-7400

## **INTERNET ACCESS TO CASE INFORMATION**

See **PACER (Public Access to Court Electronic Records)**.

## **INTERNET SITE**

The Court's Internet Web Site provides access to a range of information about Court activities, including the Court's argument calendar. Circuit Rules, procedures, opinions, and Court forms can be viewed on-line or downloaded and printed in hard copy. The Web Site is located at: **[www.cadc.uscourts.gov](http://www.cadc.uscourts.gov)**

Contact: Automation Help Desk 202-216-7440  
[webinformation@cadc.uscourts.gov](mailto:webinformation@cadc.uscourts.gov) for questions/comments regarding the content of the site

## **JUDICIAL MISCONDUCT COMPLAINTS**

Rules and forms are available on the Internet and in the Circuit Executive's Office. Copies will be mailed upon request.

Contact: Steven Gallagher, Deputy Circuit Executive 202-216-7340

## **LIBRARY**

The Judges' Library's public reading room on the third floor of the Courthouse is open to all members of the bar of the Court of Appeals and District Court, as well as pro se litigants and individuals seeking access to the library's government documents. Books will be brought to patrons by library staff between 8:30 a.m. and 4:30 p.m., Monday through Friday, except legal holidays.

Contact: Library 202-216-7400

## **MANDATES**

To find out whether a mandate has issued, you can call the Clerk's Office Intake Counter or use the Internet to access dockets via PACER. Other specific questions should be directed to the Opinions Clerk.

Contact: Intake Counter 202-216-7280  
Jennifer Clark, Opinions Clerk 202-216-7283

## **MOTIONS and Rule 34(j) CASES**

To find out the status of a case, you can call a Case Administrator or check PACER. Information about the status of dispositive motions, contested procedural motions, and cases screened for disposition without oral argument can be obtained from the Legal Division.

Contact: District Court Cases 202-216-7310  
Agency Cases 202-216-7290  
Martha Tomich, Director of the Legal Division 202-216-7500

## **OPINIONS (Published)**

Access to opinions is now available through the Court's Internet site, **[www.cadc.uscourts.gov](http://www.cadc.uscourts.gov)**. Recent opinions can be searched by date of issue or you can search the full text of opinions. Errors should be brought to the attention of the Opinions Clerk.

Contact: Intake Counter 202-216-7280  
Jennifer Clark, Opinions Clerk 202-216-7283

## **ORDERS & JUDGMENTS**

Copies can be obtained at the Clerk's Office Intake Counter. Copies of per curiam orders and judgments are placed in a box outside the Clerk's Office and are available for viewing. Access to the orders and judgments is also provided through the PACER System.

Contact: Intake Counter 202-216-7280

## **ORAL ARGUMENT (Allotment of Time, Case Order, Date & Time, Location of Courtroom, Panel)**

Oral argument information can be obtained by accessing the public calendar that is available on the Internet or by accessing the case docket. Copies are posted outside the Clerk's Office and are available at the Clerk's Office Intake Counter. Specific questions concerning the calendar should be directed to the Calendar Clerk. Questions regarding seating or special arrangements, should be directed to the Chief Deputy Clerk.

Contact: Mike McGrail, Calendar Clerk 202-216-7303  
Marilyn Sargent, Chief Deputy Clerk 202-216-7300

## **ORAL ARGUMENT (Recordings)**

Information on listening to or purchasing oral argument recordings is available from the Clerk's Office Intake Counter or can be downloaded from the Internet.

Contact: Intake Counter 202-216-7280

## **ORAL ARGUMENT (Transcript)**

Information on how to request a transcript of an oral argument can be obtained at the Clerk's Office Intake Counter or downloaded from the Internet. Specific questions should be directed to the Courtroom Deputy.

Contact: Intake Counter 202-216-7280  
Shana Thurman, Courtroom Deputy 202-216-7307

## **PACER (Public Access to Court Electronic Records)**

Public Access to Court Electronic Records (PACER) is an electronic public access service that allows users to obtain case and docket information from the CM/ECF system of any federal court via the internet. The PACER Case Locator is an additional national index to federal cases offered as part of the PACER service. The index serves as a search tool where users may conduct nationwide searches to determine whether or not a party is involved in federal litigation, or to find cases based on nature of suit or bankruptcy chapter. Search results show party name, case number, court where the case was filed, filing date, and provide a hyperlink to the electronic docket.

There is an access fee of \$.10 per page for access to PACER (with a cap of \$3.00 for most documents). If you do not already have a PACER account, call the PACER Service Center to set up an account or register on-line at <http://www.pacer.gov/index.html>.

D.C. Circuit docket sheets, orders, judgments, briefs and case documents can be accessed through the PACER link on the court's Internet site. Callers needing specific case information should contact the Clerk's Office Intake Counter or the Case Administration Unit.

Contact: PACER Service Center 800-676-6856  
Intake Counter 202-216-7280  
District Court Cases 202-216-7310  
Agency Cases 202-216-7290

## **PETITIONS FOR REHEARING & PETITIONS FOR REHEARING EN BANC**

Petitions for rehearing and petitions for rehearing en banc are governed by Fed. R. App. P. 35 and 40, as supplemented by the Circuit Rules.

Contact: Nancy Dunn, Deputy Special Counsel to the Clerk (202) 216-7313

## **RECORD RETRIEVAL**

Inquiries can be directed to the Clerk's Office Intake Counter or File Room.

Contact: Intake Counter 202-216-7280  
File Room 202-216-7277